



opi.mt.gov

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IDEA Consolidated Contact Information Instructions

Step 1: **Authorized Representative and District Clerk** names, telephone numbers and e-mail addresses have been prefilled from the Office of Public Instruction (OPI) records. If data does not match official school telephone numbers, or if names are not correct, please contact the OPI at (406) 444-0768 (Maria Bates) to update the official OPI files. This information must be the same as official school directory information, so request telephone and name changes only if OPI records are to be officially updated.

Enter Summer Phone Number

Click on Save Page

Step 2: **Check the box if the IDEA B contact is someone other than the Authorized Representative.**
Enter all of the required information

Step 3: **Check the box if the Preschool contact is someone other than the Authorized Representative.**
Enter all of the required information.

Step 4: **Check the *Application Approval/Disapproval Copy E-mail Addresses*** if you want someone in addition to the Authorized Representative to receive e-mail notices.

Enter information as required

Click on Save Page and go to Funding Tab

The screenshot shows the 'Grant Application - Microsoft Internet Explorer' window. The address bar displays the URL: <https://ent.grants.opi.mt.gov/OPISWeb/ApplicationShell.aspx?PageName=Contact%20Info>. The page title is 'OPI E-Grants System'. The user is logged in as 'Polson Elem' with 'Legal Entity: 0477'. The application is '2007-2008 Original Application'. The 'Application Sections' dropdown is set to 'IDEA Consolidated'. The 'Contact Information' tab is selected, showing fields for 'Authorized Representative' and 'District Clerk'. The 'Authorized Representative' fields include 'Last Name', 'First Name', 'Phone', 'Extension', 'Summer Phone*', 'Fax', and 'Email'. The 'District Clerk' fields include 'Last Name', 'First Name', 'Phone', 'Extension', 'Summer Phone*', 'Fax', and 'Email'. A 'Save Page' button is at the bottom right of the form.